



## Applying for a Liquor License

### Introduction

This has been prepared to help you complete the liquor license application process as quickly as possible. A routine liquor license approval process takes from 45 to 60 days to complete. Please review these instructions carefully to ensure the process goes smoothly.

A liquor license is an endorsement on a Master Business License issued by the Department of Licensing (DOL). You must complete the Master Business Application in this packet even if you already have a Master License. We will start processing your liquor license application as soon as we receive your Master License application from DOL.

The completed Master Business Application and the Liquor Control Board Addendum are the only forms you need to start the licensing process. Do not send any other forms at this time.

### Step One

Complete and sign the Master Application and the Liquor Control Board Addendum. Your packet has registration and license description sheets to help you determine which licenses you need for your type of business.

### Step Two

Once you complete the Master Business Application and the Liquor Control Board Addendum, mail them with the appropriate fees in the return envelope provided in your packet. Make checks payable to Washington State Treasurer.

### Important:

\$75 of the liquor-licensing fee is non-refundable in all cases. (RCW 66.24.015)

### Step Three

Within two weeks of the time we receive your application, we will contact you for a phone interview, or you will receive a document request in the mail. You will be asked to provide additional documents (including, but not limited to):

- Financial/Source of Funds Statement
- Lease Information
- Affidavits
- Purchase Agreements
- Partnership Agreements
- Franchise Agreements
- Floor Plans
- Personal/Criminal History Statement

To keep your license process on schedule, submit all requested documents within the suggested period given.

### Step Four

The Liquor Control Board sends a notice of your application for a liquor license to the city or county authority where your business is located. The city or county has 20 days to respond with an approval or objection to your license application.

If you are applying for a license for a new premises, a change of location, or an added class, your local liquor enforcement officer will post a public notice at the site, which must remain on display for 14 days. Citizens have until the end of the licensing process to provide comment.

The officer also will inspect the neighborhood for nearby public and private schools and churches. The Board is required to notify any of these locations within 500 feet of your proposed business and receive comment from them.

**Important:** State law provides that public schools within 500 feet of the premises may veto a license. The Liquor Control Board will take all protest and support letters into consideration when making a decision to approve or deny a license.

### Step Five

Before the LCB approves your liquor license, you must receive a briefing on liquor laws and regulations. The briefing will emphasize your responsibility to not sell or serve liquor to persons less than 21 years of age, or to people who appear intoxicated. Please arrange for this briefing with your liquor control officer as soon as possible. The name and number of your agent is provided to you in a document request list following your phone interview.

### Temporary Permit

A temporary permit, which allows you to sell liquor prior to approval of a permanent license, is available approximately 30 days after our receipt of your application. Upon receipt of a telephone call or document request letter from us, request further information from your Liquor License Investigator.

### Approval Letter

Your approval letter will serve as your 30-day liquor license until you receive your Master License with the liquor endorsement from the Master License Service.

### Reasons for Denial May Include

- Failure to meet basic licensing requirements.
- Objection from the local authority.
- Objection from a church, school, or other public institution within 500 feet of the premises.
- Questionable source of funds.
- Indicators of hidden ownership.
- Conviction of gross or simple misdemeanor involving liquor or drugs.
- A series of violations that show a disregard for liquor laws and regulations.

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